

KEIGHLEY TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
14 June 2017

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YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the Policies & Governance Committee to be held in the **Brigg Room, Town Hall, Keighley** on **Wednesday 21st June 2017 at 6.00pm**

Town Clerk

COMMITTEE MEMBERSHIP

Mayor or Deputy Mayor (Ex-Officio)
Councillor Adams
Councillor Corkindale
Councillor Curtis
Councillor Maunsell

Councillor A Ahmed
Councillor J Akhtar
Councillor Thorne
Councillor Westerman

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days notice to the Town Clerk; this may be waived at the Clerk's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Town Clerk, based on subject matter.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

AGENDA

1 Election of Committee Chairman

To elect a committee chair for the ensuing year

2 Election of Committee Vice-Chairman

To elect a committee vice-chair for the ensuing year

3 To receive and approve apologies for absence

4 Disclosures of Interest (Members Code of Conduct)

To receive disclosures of personal and prejudicial interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting when it only becomes apparent to the member during the meeting.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner. Members must withdraw from the meeting if the interest is a prejudicial interest unless a dispensation has been obtained from the Town Clerk.

Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received

5 Officers Disclosure of Interests

Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers

6 Public Participation

To adjourn the meeting to allow members of the public to make representation on the business item on the agenda for the meeting.

Note: No resolution can be made under public participation

7 Minutes

To approve the draft minutes of the Policies and Governance committee meeting held on 26 April 2017

8 Local Government Information

8.1 To receive the White Rose update newsletter dated May 2017

8.2 To receive the DIS Extra Issue 905 dated 7 April 2017

Newsletters previously circulated

- 9 Keighley Community Emergency and Flood Plan**
To receive an update on the development of the plan and consider any further actions required by the committee or Council
- 10 University Leeds Research Project**
To receive a report from Councillor Fletcher (Council representative) on the recent attendance at the University of Leeds to assist with a research project
- 11 Keighley Town Council Newsletter**
11.1 To establish a working group to collate the newsletter in conjunction with the Clerk. The next distribution is scheduled for September 2017

11.2 To receive feedback from a concerned resident regarding an article published in the KTC Connect issue spring 2017. The Town Clerk will report on this item.
- 12 Local Council Award Scheme**
To consider the requirements of the Local Council Award scheme. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement (criteria paperwork enclosed)
- 13 Training**
To receive the YLCA training calendar from June to October 2017 and to consider any training needs for members of the committee and the council
- 14 Council Publications / Website & Social Media**
14.1 To receive a verbal report on the content updated on the town council website

14.2 To receive an update on the Town Council facebook page and the proposed action considered by the Events and Leisure committee to set-up a stand-alone facebook page

14.3 To receive an update on the production of the Keighley Town Guide

14.4 To review the breach of the Social Media Policy and to consider any necessary action to be taken.
- 15 Financial Committee Reports**
15.1 To approve the Policies and Governance committee payments for March, April and May 2017

15.2 To receive the Policies and Governance monthly financial committee report

The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information.
- 16 Any items for discussion for a future agenda**
To notify the Clerk of matters for inclusion on the agenda of the next meeting.
- 17 Date of next committee meeting**
To note that the date of the next committee meeting scheduled for Wednesday 13 September 2017 at 6.00pm, Brigg Room, Town Hall.